



Issued on: 17 October 2017

Deadline For Application: 31 October 2017

JOB TITLE: Metadata Specialist

TYPE OF CONTRACT: PSA

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: OCCP, FAO LIBRARY & ARCHIVES

DURATION: 11 months (renewable)

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*FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.*

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**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

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### Organizational Setting

The Office for Corporate Communication (OCC) is responsible for all corporate and internal communication activities of the Organization. It ensures coherence and consistency in FAO's corporate messaging and communications' outputs, as well as enables cost-effectiveness in use of communication-related resources across the Organization.

The David Lubin Memorial Library is part of the Publication unit within Office of Corporate Communication (OCCP). It is the Library's mandate to meet the information needs of FAO staff and constituents of the member countries, providing comprehensive and relevant information resources in digital and print format, high quality metadata for dissemination of FAO outputs and efficient and timely services to support the research and projects carried out by the Organization on food security, climate change, nutrition, sustainability and related topics.

### Reporting Lines

The Consultant will report directly to the Officer-in-Charge of the David Lubin Memorial Library (DLML)

### Technical Focus

The metadata specialist will provide rich metadata input in the library ILS KOHA, including guidance and support for digital initiative projects. Will oversee all aspects of cataloguing operations, perform original cataloguing for FAO and non-FAO publications.

### Tasks and responsibilities

- Lead, coordinate and supervise all metadata/cataloging tasks carried by the library using OCLC, KOHA ILS Cataloguing software, AGROVOC indexing tool and metadata standards, for FAO and non-FAO publications both in print and online formats, in a variety of languages and subject fields;
- Provide intellectual expertise and leadership in creating and maintaining documentation of local metadata standards and in determining appropriate guidelines of rules of AACR, LC, UDC, MARC21 for FAO specialized material;
- Coordinate authority file updates in KOHA by conducting complex searches in several languages and specific subjects to establish appropriate form of main entries; ensure all material can be retrieved conveniently using standardized methods;
- Investigate and remain current with both new and current metadata standards and tools;
- Proactively ensure that FAO's descriptive practices are complementary to international efforts to promote its interoperability;
- Train library staff, interns and assist staff in DOs offices in cataloguing practices.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- Advanced university degree i(for consultants) or university degree (for PSA) n Library Science or Library and Information Science
- 5 years of relevant experience (for level B) or 1 year (for level A) in original and complex cataloguing, metadata standards
- Deep knowledge of a variety of MARC and non-MARC metadata standards and schema
- Working knowledge of English, French or Spanish and limited knowledge of one of the other two or Arabic, Chinese, Russian

## FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

## Technical/Functional Skills

- Extent and relevance of experience in current cataloguing procedures and principles as defined in RDA, AACR2 and ISBD, MARC bibliographic, holdings, and authorities formats
- Extent and relevance of experience with various systems of classification and indexing like UDC, AGROVOC and AGRIS
- Understanding of linked data principles, including RDF and ontologies
- Experience with markup languages such as HTML, XML and ONIX
- Demonstrated experience creating and working with authority data (e.g.LC authorities, Getty vocabularies, ORCID, ISNI, etc.)
- Experience migrating and remediating legacy metadata

## Selection Criteria

- Extent and relevance of experience in working in an international environment
- Able to operate effectively in a team, contributing positively to team operations and working relationships
- Ability to demonstrate initiative and innovation and to complete projects effectively
- Familiarity with KOHA integrated library system
- Due to the different tasks involved as well as the physical handling of material, the consultant needs to have full presence in headquarters

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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## ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

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## HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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